

~~CIA INTERNAL USE ONLY~~

FILED: *[Signature]*  
RETURN TO

RECORDS MANAGEMENT DIVISION

Chief, Management Staff

6 July 1954

Acting Chief, Records Management Division

Proposed Hoover Commission Study of CIA

1. Newspapers on 5 July carried an announcement that the CIA would be the subject of study by the Hoover Commission on Organization of the Executive Branch of the Government. The original government-wide study made by this group gave considerable attention to records management. As a result of specific recommendations included in the Task Force Report, there was prepared and passed by the Congress, the Federal Records Act of 1950. This legislation specifically allocates responsibilities to the head of each Federal Agency for the economical and efficient management of his records. These responsibilities, in their briefest and broadest form, are included in the attached sections taken from Title 3, Federal Records of the Regulations of the General Services Administration.

2. Because the original government-wide study included a look at records management activities, it must be assumed that the proposed study of this Agency will follow the same line. Specifically, it appears logical that the group will be concerned with the progress made by the Agency in complying with the referenced legislation.

3. The most easily measured phase of records management concerns the preparation of records control schedules which are the basic documents for moving inactive records from office space to Center-type storage. Latest estimates reveal that approximately 20% of the Agency's records are covered by such schedules. By comparison, the three major service agencies (Air Force, Army and Navy) have passed the 95% mark in this respect. Government-wide, the estimate is 92%. Other phases of the Agency records program also suffer by comparison.

4. The purpose of this brief memo, then, is to point up the timeliness and magnitude of the job to be done. Staff and Program planning, as you have indicated, should be our major concern and should be developed and implemented with the greatest possible energy. In this connection, you will be handed in the next day or two, a proposed regulation that establishes our mission and assigns responsibilities for its implementation. The subsequent development of handbooks to support this regulation are in process of preparation. These documents will constitute the major basic plans for carrying out the Agency Records Management Program.

5. We would be glad to furnish you with all background material pertaining to the original Hoover Commission study of Government records.

*[Handwritten initials and signatures]*  
JPH  
fgh  
[Signature]